

Valles Caldera Trust

Job Title: Recreation Specialist

Agency: Valles Caldera Trust

Job Announcement Number: 13-VCT-05

THIS POSITION WILL NOT BE POSTED ON USAJOBS

SALARY RANGE:	\$38,790.00 - \$61,678.00/Per Annum
OPEN PERIOD:	Wed, Mar 27, 2013 – Wed, Apr 10, 2013
SERIES & GRADE:	GG-0102-07/09
POSTION INFORMATION:	Full Time – TERM – NTE 2 years
DUTY LOCATION:	1 vacancy in Jemez Springs, NM
WHO MAY APPLY:	United States Citizens

JOB SUMMARY:

ON THE VALLES CALDERA TRUST: The Valles Caldera Trust (VCT) is a wholly owned government corporation subject to the Government Corporation Control Act. The Trust was created by the Valles Caldera Preservation Act of 2000 to preserve and protect the historic Baca Ranch in the Jemez Mountains in north-central New Mexico. The groundbreaking legislation that provided for the federal purchase of this 89,000-acre ranch nestled inside a volcanic caldera also created a unique experiment in public land management. The agency, i.e., the Trust, operates a working ranch, as well as a variety of other agricultural, educational, recreational, and scientific operations in a dynamic developing enterprise.

This position is part of the VCT Operations Division. The incumbent of this position will serve as the link between the Operations Director and day-to-day operations of recreational activities on the Preserve. Office duties are conducted at the Valles Caldera Trust administrative office in Jemez Springs, NM.

Contact Information Regarding Duties of the Position: Tim Haarmann, Director, Operations Division at 505-428-7717.

KEY REQUIREMENTS

- U.S. Citizenship
- Driver's License

DUTIES:

Major Duties

Planning, Development, and Administration of Recreation Programs and Services 80%

Plans, develops, and administers an outdoor recreation program, or segment of a program, for visitors to the Valles Caldera National Preserve in an area with climate and other conditions favorable to a strong program for 4 seasons of the year. The program primarily involves planning and administering a range of fairly typical conventional and well-established basic activities such as hiking, fishing, tours and special events.

--Within established agency policy and objectives, plans the outdoor recreation program. Devises, improvises, and adapts these various activities to fit the conditions of the natural environment, and to conform to limitations in funds, facilities, equipment, and staff support.

--Plans and coordinates the details of recurring and nonrecurring activities and special events so as to make maximum use of resources consistent with the mission and principles of natural resources development, conservation, sound usage, improvement, and management.

--Schedules and publicizes outdoor recreation activities, insuring maximum effectiveness in attracting and motivating participants and in providing the widest possible range of activities in terms of community interests and needs.

--Arranges for equipment, supplies, and services. Accounts for all funds involved in the program, and makes recommendations for improvement in funding and other support services.

--Provides guidance and leadership to the various outdoor recreation activities and participants, modifying, adapting, expanding, or otherwise changing plans and procedures for such activities as developments require. Instructs individual participants and groups of participants in those activities for which the employee has technical expertise.

--Insures that safety orientation is provided regarding specific activities. Provides an ongoing education program designed to promote the rational use and sound protection and conservation of the natural resources and various facilities involved.

--Develops periodic program plans and annual budget requirements with supporting data for inclusion in overall program plans formulated at higher organizational levels. Incumbent insures that program emphasis is on those activities most appropriate to the interests of the population served and to the rational use of the land and water resources involved.

--Develops, implements, and conducts visitor recreation programs, including regularly scheduled programs and special events. Works with and mentors recreation activity leaders to develop and implement visitor programs. Incumbent occasionally substitutes for activity leaders when they are unavailable. Develops training materials and provides training for seasonal and other Trust recreation staff. All programs and training emphasize the personal safety of staff, volunteers, and visitors.

Supervises Recreation Support Services 20%

Incumbent plans, schedules, directs, and reviews the work of 1-7 temporary/seasonal employees on a daily or weekly basis during summer months. Approves or disapproves leave. Incumbent determines performance objectives and rates performance.

In consultation with supervisor, solicits volunteers for recreation activities, services, or events. Provides general information to volunteers prior to their acceptance, during training, and while they perform their

duties. Develops, organizes, and schedules volunteers for visitor recreation programs. Incumbent supervises volunteers on self-directed visitor recreation programs.

QUALIFICATIONS REQUIRED:

Basic Requirements:

GG-07: A candidate must have had one (1) year of specialized experience equivalent to the GS-5 level. Specialized experience is experience that is directly related to the work of the for which application is made: Examples of specialized experience include, but are not limited to: Group leader, counselor, or similar work in public and private recreation programs for adults or children such as summer camps, local playgrounds, Boy Scouts and Girl Scouts, outdoor resort recreational activities; summer aid in a state or national park, with duties related to the recreational activities of visitors to campsites, trails, picnic areas, nature and raft centers, and boating and fishing areas.

GG-09: A candidate must have had one (1) year of specialized experience equivalent to the GS-7 level. Specialized experience is experience that is directly related to the work of the position for which application is made. Examples of specialized experience include, but are not limited to: Planning, organizing, coordinating, supervising, or evaluating community outdoor recreational programs; Planning, establishing, or evaluating a recreational curriculum for junior college or higher academic levels; Instructing in the principles and techniques of recreational program planning and management; Serving in a leadership role in the program and activities of local, regional, and/or national outdoor recreational organizations.

OR

GG-7: Successful completion of 1 full year of graduate level education or superior academic achievement with major study in general recreation, or one of the appropriate fields of recreation such as outdoor recreation, recreation and parks leadership; wild land recreation management, natural resources recreation; youth recreation; public, urban, or community recreation; special population recreation (e.g., senior citizens, institutional, etc; or physical education.

OR

GG-9: A master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree with major study in general recreation, or one of the appropriate fields of recreation such as outdoor recreation, recreation and parks leadership; wild land recreation management, natural resources recreation; youth recreation; public, urban, or community recreation; special population recreation (e.g., senior citizens, institutional, etc; or physical education.)

HOW YOU WILL BE EVALUATED:

Your application will be evaluated and rated under the Valles Caldera's Candidate Rating Procedures. Your resume and supporting documentation will be used to determine whether you meet the job qualifications listed in this announcement. If you are basically qualified for this job, your resume and supporting documentation will be compared to your responses to the knowledge, skills and abilities included in this vacancy announcement. Your application will then be placed in one of three categories: Best Qualified, Highly Qualified, or Qualified. Names of candidates in the best qualified category will be sent to the hiring official for employment consideration. Candidates within the best qualified category who are eligible for veteran preference will receive selection priority over non-veteran preference eligible's.

GG-7:

1. Ability to communicate effectively with others, both orally and in writing, in order to promote and report on programs.
2. Ability to prepare and conduct formal and informal informational briefings.
3. Knowledge of general business practices related to management planning, budgeting, scheduling, and coordinating recreational programs.
4. Ability to supervise, motivate, train and work with subordinates, peers, volunteers and participants.

GG-9: The knowledge, skills, and abilities described below will be used to determine which applicants are considered “well qualified”. Please ensure that

1. Ability to communicate effectively with others, both orally and in writing, in order to promote and report on programs.
2. Ability to prepare and conduct formal and informal informational briefings.
3. Knowledge of general business practices related to management planning, budgeting, scheduling, and coordinating recreational programs.
4. Ability to supervise, motivate, train and work with subordinates, peers, volunteers and participants.
5. Ability to develop innovative approaches due to such combination of factors as limitations in funds, facilities, staff, volunteers, equipment, transportation and other resources.
6. Skill in stimulating interest and participation in outdoor recreation activities and in communicating and working effectively with people having a variety of interests and skill levels.

BENEFITS:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer.

Life insurance coverage is available.

New employees are automatically covered by the Federal Employees Retirement System (FERS):

You will earn annual vacation leave. Receiving Service Credit for Earning Annual (Vacation) Leave: Federal Employees earn annual leave at a rate (4, 6 or 8 hours per pay period) which is based on the number of years they have served as a Federal employee.

You will earn sick leave.

You will be paid for federal holidays.

You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans.

OTHER INFORMATION:

This position is in the Excepted Service. This position is being filled by an alternative hiring process and is not in the competitive civil service.

Applicants who wish to be notified as to the status of their application will need to provide an e-mail address as part of their application.

A background investigation will be required for this position. Continued employment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Recommended: SF-181 Race and National Origin http://www.opm.gov/forms/pdf_fill/sf181.pdf

Government housing may be available. No pets are allowed.

Position is equivalent to: GS 07/09.

HOW TO APPLY:

Your application package must be submitted via hard copy mail and must be post marked by the closing date of this announcement. Applications submitted via e-mail will not be accepted. Hand delivered application packages will also be accepted if they are received by 4:30 pm on closing date of announcement.

A specific application form is not required.

Submit Your Application Package To:

Valles Caldera Trust
Attention: 13-VCT-05
18161 State Hwy 4
PO Box 359
Jemez Springs, NM 87025

REQUIRED DOCUMENTS:

1. Your Résumé/Application
2. A copy of your College Transcripts if qualifying based on education. (Non-official copies are acceptable)
3. At least 3 references (Name, title, and contact information)

Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications can be submitted via mail or hand-delivered. Please be sure to include all of the following information in your resume as applicable:

Job Information:

1. Required resume/application information:
 - Job Announcement Number
 - Title of position you are applying for.
 - Full name, mailing address (with zip code) and day/evening telephone numbers (with area code). An e-mail address, if you wish to be notified as to the status of your application.
 - Country of Citizenship.
2. Education:

- Colleges and/or Universities attended, city, state and zip code.
 - Major field(s) of study; Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours. Transcripts are not required in the application unless your qualification for the position depends on education level.

3. Required work experience information:

- Job titles, grade (if applicable), duties, and accomplishments of past work experience, both paid and non-paid (indicate which).
- Specific dates and hours of employment, both paid and non-paid related to the position for which you are applying (do not provide copies of job descriptions). Indicate full-time or part-time work schedules.
- Employer's name and addresses
- Supervisor's name and phone number. Indicate if your current supervisor may be contacted.
- If ever employed by the Federal Government, provide the highest Federal civilian grade held and job series.

4. Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, etc.)
- Job-related certificates and licenses (type and year).
- Job-related honors, awards, and special accomplishments. (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.). Do not send copies of documents.

AGENCY CONTACT INFO:

Lenda Folks, Administrative Clerk
Phone: 505-661-3333

Tim Haarmann, Director, Operations Division
Phone: 505-428-7717

WHAT TO EXPECT NEXT:

We expect to make a selection within 45 days of the closing date of this announcement.

EEO POLICY STATEMENT:

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

REASONABLE ACCOMMODATION:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

VETERANS INFORMATION:

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. Veterans' preference does not apply to positions in the Senior Executive Service or to internal agency actions such as a reassignment or promotion. When claiming preference, veterans must provide a copy of their DD-214, Certificate of Release or Discharge from Activity Duty, or other acceptable documentation. Applicants claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference. If you have questions about the applicability of veterans' preference, special veteran appointing authorities, and other veteran related topics, please visit <http://www.fedshirevets.gov>.

LEGAL AND REGULATORY GUIDANCE:

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Your Social Security Number will be required at time of hire.

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.